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| Arish AsifAddress: Faisalabad, Pakistan, 38000 · Phone: +923247729098Email: contact@groupx-inc.com · LinkedIn Profile: <https://www.linkedin.com/in/group-x-a7532b247/> · Website: https://groupx-inc.com/ |
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# Experience

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| Dates From mar 2022 – To Currently work here Amazon Virtual Assistant, GroupX-inc* Used Microsoft Word and other software tools to create documents and other communications.
* Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
* Actively listened to customers' requests, confirming full understanding before addressing concerns.
* Identified issues, analyzed information and provided solutions to problems.
* Received and processed stock into inventory management system.
* Devoted special emphasis to punctuality and worked to maintain outstanding attendance record.
* Carried out day-to-day duties accurately and efficiently.
* Completed paperwork, recognizing discrepancies and promptly addressing for resolution.
* Demonstrated respect, friendliness and willingness to help wherever needed.
* Resolved conflicts and negotiated mutually beneficial agreements between parties.
* Exceeded goals through effective task prioritization and great work ethic.
* Participated in team-building activities to enhance working relationships.
* Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
* Prepared variety of different written communications, reports and documents.
* Drove operational improvements which resulted in savings and improved profit margins.
* Worked flexible hours across night, weekend and holiday shifts.
* Handled 30 calls per day to address customer inquiries and concerns.
* Adhered to social distancing protocols and wore mask or face shield. HANDLING AMAZON WHOLESALE FBA ACCOUNTS OF 3 USA Clients HANDLING AMAZON WHOLESALE FBA ACCOUNTS OF 2 UK Clients HANDLING 2 EBAY ACCOUNTS
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| Dates From may 2019 – To Currently work hereFull Stack Wordpress,SHOPIFY and wix Web Developer, GroupX-inc* Created and updated re-usable code libraries to streamline WordPress development cycle.
* Leveraged strong understanding of WordPress core to manipulate admin and theme components.
* Converted design assets into component-based HTML, CSS and JavaScript.
* Provided timely resolution to reported website problems by integrating new solutions into existing platforms.
* Teamed with design and project developers to understand project scope and offer elegant, creative and scalable solutions.
* Triaged bugs and enhancements from GitHub.
* Used Chrome Inspector and Firebug to debug live sites.
* Developed and implemented WordPress sites, themes and plugins.
* Generated WordPress themes and integrated OTS plugins for expanded functionality.
* Designed responsive, mobile-first websites from design concepts.
* Delivered quality commercial websites that met coding standards and cross-browser compatibilities.
* Collaborated with end users on project specifications, strategy and execution to build new WordPress pages and update existing ones.
* Referenced web analytics reporting to enhance designs and improve site performance.
* Developed and implemented SEO and AB testing strategies to improve effectiveness of marketing efforts.
* Implemented and assessed performance of SEO best practices.
* Installed required plugins and additional coding to fit final design and functionality requirements.
* Designed and implemented website from initial concept, site architecture and wire frames to finished deliverable.

Reviewed application requirements and interface designs and provided feedback on feasibility.PREVIOUS WORK: attrendzone.comfdstore.co.uktm-traders.comlexums.com and more. |

# Education

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| Sep 2017Computer Science And Programming, University of Agriculture , Faisalabad |
| aug 2015Fsc premedical , Superior group of colleges  |

# Skills

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| * Amazon FBA
* Web development projects
* Programming
 | * 5/5
* 5/5
* 4/5
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# Activities

Hold on an advanced level of English and web research expertise which is my passion to have knowledge so I do web research about different things.